



**ADMINISTRATIVE LAW JUDGE II,  
UNEMPLOYMENT INSURANCE APPEALS BOARD**

**DEPARTMENTAL PROMOTIONAL EXAMINATION  
STATEWIDE**

(For CUIAB Employees Only)

**Testing Department(s):** California Unemployment Insurance Appeals Board

**Opening Date:** March 22, 2012

**Final File Date:** *Continuous*

**Cut-off Date:** 12/31/2012

**Salary:** Monthly Salary Range \$7858 - \$9509 per month

**POSITION DESCRIPTION**

Under general direction, incumbents conduct quasi-judicial hearings for specialized cases such as tax case, trade disputes, and other distinctive cases; assist Administrative Law Judges on difficult cases, advise on procedural and technical issues; or administer a statewide training program for all judges. Incumbents evaluate the prepare reports on Administrative Law Judge case dispositions in compliance with Federal requirements; develop and ensure levels of efficiency for judge and staff support; and perform lead work over lower level Administrative Law Judges. Positions exist statewide with the Unemployment Insurance Appeals Board.

**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated below may apply for this examination.

This is a departmental promotional examination for the **California Unemployment Insurance Appeals Board (CUIAB)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the CUIAB by final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. Applicants under item 4 must submit form DD214 along with their standard state application (STD. 678) for entrance requirements. Please mail in your DD214 separately (make sure to identify which exam you are applying for) or you can scan the DD214 and upload the scanned document in the area where you would upload your resume in your profile. Veterans' preference points will not be granted in promotional examinations.

For applicants under items 2, 3, or 4 above, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former CUIAB employees may be allowed to compete under the provision of Rule 235.

## MINIMUM QUALIFICATIONS

### Experience Requirements:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties of a class at a level of responsibility comparable to that described in "Pattern I."

### ADMINISTRATIVE LAW JUDGE II, UNEMPLOYMENT INSURANCE APPEALS BOARD

#### EITHER I

Five years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board. Membership in any state bar is required.

#### OR II

Two years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board; and membership in The California State Bar.

#### OR III

Five years of experience in the practice of law\* which shall have included three years of experience as a Hearing Officer or Administrative Law Judge for a quasi-judicial body; and membership in The California State Bar.

Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The State Bar of California.

## FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the State Personnel Board's website home page at <http://jobs.ca.gov/Profile/StateApplication>.

Applications can be sent through the U.S. Postal Service or hand carried to EDD Human Resource Services Division). Use of CUIAB / EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

Employment Development Department  
Human Resource Services Division, MIC 54  
Attention: **Administrative Law Judge II, UIAB**  
P.O. Box 826880  
Sacramento, CA 94280-0001

**NOTE:** All Applications **MUST** include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

### Interested applicants must submit:

- A completed Standard State Application (Form 678). **AND**
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing, it **should be typed and up to one page in length**.

**Resumes do not take the place of the Statement of Qualifications.  
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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## SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

## EXAMINATION INFORMATION

The examination will consist of an evaluation of the competitor's State Application, and Statement of Qualifications, weighted 100%. All applicants will be notified of the results in writing. **COMPETITORS WHO DO NOT COMPLETE THE STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

The Employment Development Department (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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## SCOPE OF THE EXAMINATION

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to **job demands, based on each of the competitors.**

**Knowledge of :** Provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulations, and laws; leading State and Federal court decisions and decisions of the California Unemployment Insurance Appeals Board in the field of employment security; rules of evidence, and conduct of proceedings in California and Federal trial and appellate courts and before administrative bodies; unemployment insurance and related statutes of other states; legal research methods; a wide variety of occupations, occupational requirements, and labor, industrial, and agricultural conditions in California; medical terminology; laws pertaining to individual entities, partnerships, corporations, assignees, receivers or trustees in bankruptcy, and administrators of estates as they relate to tax liability under the California Unemployment Insurance Code.

**Ability to:** Interpret and apply the provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulations, and laws; perform legal research; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind without bias or prejudice; prepare summaries of facts and render decisions or make recommendations based on such facts; analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts; communicate effectively; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative relations with those contacted in work. Draft complex and difficult opinions, negotiate effectively, and work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

## ELIGIBLE LIST INFORMATION

A Departmental "Promotional" list will be established for the Unemployment Insurance Appeals Board. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established. Competitors may re-apply every 6 months.

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## VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov). Please include the examination title, **Administrative Law Judge II, UIAB**, in the subject line. Also, you may contact the Exam Hotline at (916) 654-6869.

## EQUAL EMPLOYMENT OPPORTUNITY

California State Government – An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division at (916) 654-6869, two weeks after the APPLICATION SUBMISSION DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

**EXAM APPLICATIONS (STD 678)** are available on the Internet at <http://jobs.ca.gov/Profile/StateApplication>

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans' Preference Points are not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 2 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**EMPLOYMENT DEVELOPMENT DEPARTMENT**  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Website: [www.edd.ca.gov](http://www.edd.ca.gov)

**California Relay Service for Hearing Impaired:**  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*